

OFFICE OF THE STATE CONTROLLER PERSONNEL/PAYROLL SERVICES DIVISION



DPA Pay Scale File Interface Information Package



REVISION HISTORY			
REVISION #	DATE OF RELEASE	OWNER	SUMMARY OF CHANGES
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I. INTRODUCTION

- This outbound interface file is used to provide Departments with updated pay scale data.
- This outbound interface file is used to update the California State Civil Service Pay scale Personnel Information Exchange (PIE) information on the Department of Personnel Administration (DPA) website.
- Individual departments will receive the entire Pay Scale data. It will be the Department's responsibility to filter the interface file for the data they require.

II. GENERAL INFORMATION

- The file will be produced weekly.
- The file will consist of Jobs and their corresponding Pay Scale or Pay Grade information.
- The file will be received by the following Departments:
 1. Department of Personnel Administration (DPA)
 2. State Personnel Board (SPB)
 3. Department of Transportation (CALTRANS)
 4. Department of Developmental Services (DDS)
 5. Department of General Services (DGS)
 6. Department of Justice (DOJ)
 7. Office of the State Chief Information Officer (OCIO)

III. TECHNICAL INFORMATION

- The file record length is 92 characters.
- This will be a full file interface which will overwrite the previous data.
- The file, after being generated, will be placed in the appropriate folder(s) for the interface party(s) on the MyCalPAYS SFTP server.
- This interface does not require any 'Split/Merge' process before/after being processed in MyCalPAYS.
- Standard SAP error handling will be used.

IV. RECORD FORMAT

FORMAT DESCRIPTION

PDC0967 DPA PAYSCALE																																																	
Program Originating Format (Number, File Code, and Name)																																																	
File Name: HDB.FTP.DPA.DMMDDDTA.PDSDPAPS.PATS: Format Title: _____																																																	
01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50																																																	
"	CLASS TYPE AND CODE				SCHEMATIC CODE				"	CB DESIGN NUM			"	CB DESIGN UNIT			"				FULL CLASS TITLE																												
"	X(5)				" " "				X(4)	"	X			"	X(2)			"				X(160)																											
51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100																																																	
FULL CLASS TITLE (CONT)																																																	
01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 100																																																	
COMPTYPE																																																	
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51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100																																																	
FOOTNOTE																																																	
" " "																																																	
WORK WEEK GROUP																																																	
" " "																																																	
X(20)																				X(16)										" " " X(2) " " "																			
Labels: <input checked="" type="checkbox"/> Standard										Record Format: <input checked="" type="checkbox"/> Fixed - F										Record Length: 280										<input type="checkbox"/> Input																			
<input type="checkbox"/> Non-Standard										<input type="checkbox"/> Variable - V										Records Per Block: _____										<input checked="" type="checkbox"/> Output																			
<input type="checkbox"/> No Labels										<input type="checkbox"/> Undefined - U										Blocksize: _____										Page 1 of 2																			

 PDC0967 DPA PAYSCALE

Program Originating Format (Number, File Code, and Name)

File Name: HDB.FTP.DPA.DMMDDTTA.PD5DPAPS.PATS Format Title: _____

01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 243																										
ALTERRNTE RANGE CRITERIA																										
X(3)	"	"	X	"	"																					

51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 253																										
ENTITLEMENT CODE (CONT)																										
	"	"																								

01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 343																										
	"	"	X	"	"																					

51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 353																										
	"	"	X	"	"																					

Labels: Standard Record Format: Fixed - F Record Length: 280 Input
 Non-Standard Variable - V Records Per Block: _____ Output
 No Labels Undefined - U Blocksize: _____
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V. FILE DEFINITIONS

Field Name	Field Length	Field Definition
Class Type / Class Code	5	Identifies the Job.
Schematic Code	4	Identifies the schematic code of a job.
CB Designation	1	Identifies the CBID Designation of a job.
CB Unit	2	Identifies the CBID Unit of a job.
Full Class Title	160	Identifies the Full Job Title in the pay scales.
Compensation Type	1	Identifies the Compensation Type of a job
Footnote	20	Identifies the Footnotes assigned to a job
Work Week Group	16	Identifies the WWG of a job
MCR	2	Identifies the MCR Designation of a job
Alternate Range Criteria	1	Identifies the specific criteria describing the requirements which must be met for appointment to an alternate range.
Alternate Range	3	Identifies the pay grade / pay scale level of a job being processed.
Minimum Salary	8	Minimum salary amount of the alternate range being processed.
Maximum Salary	8	Maximum salary amount of the alternate range being processed.
Entitlement Code	15	Identifies the entitlement code of a job
Non Test	1	Identifies if testing is not for a job.
SISA	4	Identifies if a job has a SISA indicator in the pay scale.
Probation Period	2	Identifies the probation period of a job.

VI. LEGACY VS. MyCalPAYS FIELDS

Legacy	MyCalPAYS
Class Type / Class Code	Job ID
CB Designation	Pay Scale / Pay Grade Area
CB Unit	Pay Scale /Pay Grade Area
Alternate Range	Pay Scale / Pay Grade Level

The 8-character Job ID within MyCalPAYS will contain “smart numbering” as follows:

- Char 1: For future use (leading zero);
- Char 2-3: Salary Setting Authority;
- Char 4: For future use (zero);
- Char 5-8: Classification

VII. FIELD VALIDATION

(From) System Name	(From) System Field Name	(From) System Field Name	(To) System Name	(To) System Field Name	Comments	Error Handling for the field
MyCALPAYS	HRP1000-OBJID	Job Object Id (C)	Multiple Departments	Class Type / Class Code	Format should be 'XCCCC'. X = 3 rd Character of Job Id CCCC=5 th to 8 th Character of Job ID	None
MyCALPAYS	HRP9003-SCHEMATIC CODE	Job Object Id (C)	Multiple Departments	Schematic Code	Get the last four characters from HRP9003	If the Job does not have a valid HRP9003 record then put the Job on the exceptions report with the message "Job <Object ID> does not have a valid IT9003".

MyCALPAYS	HRP1005-SLREG HRP 1005-TRFGB	Pay Scale / Pay Grade Area Text	Multiple Departments	CBDESIGN	Get the 1 st Character of the Pay Scale / Pay Grade Area Text	If the Job does not have a valid HRP1005 record then put the Job on the exceptions report with the message "Job <Object ID> does not have a valid IT1005".
MyCALPAYS	HRP1005-SLREG HRP 1005-TRFGB	Pay Scale / Pay Grade Area Text	Multiple Departments	CBUNIT	Get the 2 nd and 3 rd Character of the Pay Scale / Pay Grade Area Text	None
MyCALPAYS	IT9003-FCTITLE	Full Job Title	Multiple Departments	Full Class Title	Use the IT9003 record for the Full Class Title	None

MyCalPAYS	IT1005-SLTYP IT1005-SLREG IT1005-CPMIN and IT1005-CPMAX	Trade Rate Position	Multiple Departments	COMP TYPE	If IT1005-SLTYP = '01' and IT1005-SLREG='AZ' (CBID=E) and (IT1005-CPMIN and IT1005-CPMAX = 0.00), then the job is identified as a trade rated job. Then COMP_TYPE='T' otherwise this is blank.	None
MyCALPAYS	IT9003=FOO TNOTE01 to FOOTNOTE10	Footnote	Multiple Departments	Footnote	On custom infotype, the Footnote field is ten (10) individual 2 digit fields. Merge all ten fields to fill the field on the interface. If a footnote field is blank, enter blanks.	None

MyCALPAYS	HRP9003- Work Week Group	Work Week Group	Multiple Departments	Work Week Group	Get the value of the field and put trailing blanks for the remaining spaces on this field.	None
MyCALPAYS	HRP9003- MCR_DESIG NATION	MCR Designation	Multiple Departments	MCR	Get the 1- character MCR value from the field and fill will leading zero.	None

MyCALPAYS	IT9003-ARC1-ARC5	Alternate Range Criteria	Multiple Departments	Alternate Range Criteria	On custom infotype, the Alternate Range Criteria filed is five (5) individual 3 digit fields. The interface only needs the first three fields combined and placed in the appropriate positions on the interface. If the alternate range field is blank, fill with blanks.	None
MyCALPAYS	HRP1005 - SLLVL HRP 1005-TRFST	Salary Level	Multiple Departments	Alternate Range	Retrieve the first character code showing salary level	None
MyCALPAYS	HRP1005-SLMIN HRP1005-BETRG	Minimum Grade level	Multiple Departments	Minimum Salary	Retrieve the Minimum Grade Level Salary Rate to include decimals	None

MyCALPAYS	HRP1005-SLMAX HRP-1005-BETRG	Maximum Grade level	Multiple Departments	Maximum Salary	Retrieve the Maximum Grade Level Salary Rate to include decimals	None
MyCALPAYS	IT9003-AUTH_ENTL	Authority/Entitlement	Multiple Departments	Entitlement Code	Retrieve the first 15 characters.	None
MyCALPAYS	HRP9003-ZNTEST	Non-Testing	Multiple Departments	Non-Test	Retrieve the field value. ('X' = checked, blank = not checked)	None
MyCALPAYS	HRP1005 - SLLVL HRP 1005-TRFST	Pay Scale / Pay Grade Level	Multiple Departments	SISA	If the Pay Scale/Grade Level second character = 'S', then pass the value 'SISA'.	None
MyCALPAYS	HRP 9003-ZPPRPERIOD	Probation Period	Multiple Departments	Prob Mos	Retrieve the value of the field. If the value is only one character, fill with a leading '0'.	None